



Position Vacancy Announcement

American Consulate General Nuevo Laredo

NO: 15/13

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A58-005 Engineer (OBO Project Controls Engineer) FSN 10 – FP-5*

OPENING DATE: 06/12/2015

CLOSING DATE: 06/25/2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: Starting Salary and Position Grade FP-5* to be confirmed by Washington.

*Ordinarily Resident: \$ 484,386.22 pesos per year (starting FSN-10 salary -)

LENGTH OF HIRE: *Temporary position not to exceed three years from the date of hire.*

(NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.)

*EFMs AND MOHs MUST HAVE AT LEAST SIX MONTHS REMAINING TO THEIR TOUR OF DUTY TO APPLY FOR THIS JOB AND RESIDE AT POST **WITHIN 30 DAYS OF THE CLOSING DATE OF THIS ANNOUNCEMENT.***

The U.S. Consulate in Nuevo Laredo is seeking an individual for the position of Engineer (Project Controls Engineer) in the OBO New Consulate Compound (NCC).

BASIC FUNCTION OF POSITION

The Project Controls Engineer (PCE) will be part of the OBO/Nuevo Laredo engineering staff and shall be directly responsible to the OBO Construction Manager (CM) for the performance of services.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Bachelors of Science in civil/structural engineering, electrical engineering, mechanical engineering, architectural engineering, architecture, or construction management from an accredited institution or equivalent degree is required.
- Five years' experience in the field of construction management on large scale, multimillion dollar, commercial office, institutional or residential project with duties that include construction documents control and schedule management, is required.
- Level IV (Fluent) English Speaking/reading is required.
Level IV (Fluent) Spanish Speaking/reading is required.
(Please see section "To Apply" on pg 2 for test instructions)
- Knowledge of construction contract document control and scheduling and contract administration are required.
- Must be skilled in developing and directly managing document control systems and logs for the extremely large volume/variety of incoming, outgoing, time sensitive paper work. Highly developed management and organizing skills are required, including excellent skills in coordinating document controls amongst the 12 person OBO administrative and technical team. Proficiency with Primavera scheduling software and MS Office Suite is required. Ability to draft succinct project progress reports and input on daily logs. Ability to read and understand contract drawings and specification in so far as they relate to managing the control, distribution, and action on contract administration documents including correspondence, submittals, request for information, requests for proposals, requests for equitable adjustments, cost estimates, scheduling, and progress payments. Must have the ability to perform duties with minimum supervision. May be occasional overtime.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

Therefore, it is essential that the candidate address the required qualifications above in the application.

ALL CANDIDATES MUST PASS A RIGOROUS SECURITY CERTIFICATION PROCESS

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFM's will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

TO APPLY

Interested applicants for this position **must** submit the following or the application **will NOT be considered**:

- Application for U.S. Federal Employment (DS-0174); or
- A current resume or curriculum vitae that provides the same information as an DS-0174; <http://www.state.gov/documents/organization/136408.pdf> plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Copy of University Degree and/or other documentation that addresses the qualification requirements of the position;
- Copy of Valid Driver's License.
- Test score of English language exam is required from the following institutions: (Cost is the applicant's responsibility).
- **NOTE: Scores are Valid for only two (2) years since the date of testing.**
- **TOEFL**, Harmon Hall, Av. Reforma 5601 Local E-1, Fracc. Centro Comercial Reforma, Phone (867) 717-20-40
- TOEFL information: <http://www.ielatinamerica.org/cgi-bin/contenido.pl?p=centrositp>
- TOEIC information: www.toeic-mex.com - info@toeic-mex.com
- TOEFL TAMIU of Laredo Texas Contact the Testing Center in University Success Center 201 or call 326-2131 for more info <http://www.ets.org/toefl>
- **The scores for English level IV (Fluent) are: TOEFL IBT 105+; TOEFL ITP 620+; TOEIC 850+;**
- **Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.**

SUBMIT APPLICATION TO

American Consulate/Human Resources Office

Attention: Human Resources Office

Allende #3330 Col. Jardin

Nuevo Laredo, Tamps 88265

Tel: 867-714-0512

FAX: 867-714-0990

E-mail: AmConNuevoLaredo_HR@state.gov

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US Citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.

2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. **Member of Household (MOH):** Someone who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: **06/25/2015.**

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafter: JLGonzalez /EPuente

Cleared: JAKins / WHarrison